



# Opportunity Profile Development Officer

# **Our students matter. Our efforts matter.**

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The work we do matters. We can see it and feel it everywhere. It's the energy in the hallways of our schools. It's the confidence in our students. It's the potential reached, and opportunities expanded. From providing warmer clothing and creating more pathways to post-secondary schools to filling backpacks and welcoming newcomers to Canada, together we're helping all Calgary Board of Education students thrive, and opening more doors on their academic journey.





Job Title: **Development Officer**

Location: Hybrid

Reports To: Director of Development

Position Type: Full time (Potential for part time or flexible work arrangement)

## **About EducationMatters**

EducationMatters is the Calgary Board of Education's dedicated fundraising partner, connecting philanthropic investments with programs that enhance learning and create a stronger, more equitable public school system in Calgary. Through this partnership, EducationMatters enhances student experiences and removes barriers for students. Our mission is to inspire community investment to build learning environments where every student thrives.

## **Position Overview**

EducationMatters is seeking a dynamic and detail-oriented individual to assist our fundraising efforts as a Development Officer. This role is ideal for someone with experience in nonprofit management, business, communications, social services, education or a related field and is passionate about advancing public education through strategic philanthropy.

The Development Officer will support donor research, campaign planning, proposal development, and stewardship initiatives, contributing directly to our fundraising goals and long-term donor engagement strategies.

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## **Key Responsibilities**

### **Fund Development Support**

- Assist in the development and execution of fundraising strategies and campaigns (e.g., annual giving, major gifts)
- Support donor prospecting by conducting research and preparing donor profiles.
- Draft and edit fundraising materials including proposals, appeals, thank-you letters, and impact reports.
- Help track donor activity and contributions using the donor management database (e.g., Raiser's Edge).
- Assist with organizing donor meetings and presentations.

### **Campaign and Grant Coordination**

- Support the preparation of grant applications and funding proposals.
- Monitor grant reporting deadlines and assist with compiling required documentation and outcome reporting.
- Coordinate logistics for campaign launches and community fundraising initiatives.

### **Stewardship and Donor Relations**

- Support donor stewardship activities such as creating personalized thank-you packages and updating recognition lists.
- Assist in planning and executing donor recognition events.
- Support the stewardship of corporate sponsor
- Maintain accurate and up-to-date donor records and communications.

### **Reporting and Evaluation**

- Contribute to fundraising reports, performance tracking, and data analysis.
- Participate in team meetings and share insights or recommendations for development strategies.

## **Qualifications**

- Experience in fund development, nonprofit management, communications, business, social services, education or a related field.
- Strong written and verbal communication skills.
- Demonstrated research, organizational, and project management skills.
- Detail-oriented with a high level of accuracy.
- Comfortable working with databases, spreadsheets, and fundraising tools (experience with CRM systems like Raiser's Edge or Salesforce is an asset).
- Ability to work independently and as part of a collaborative team.
- Passion for education, social impact, and equity.

## **What You Will Gain**

- Practical experience in nonprofit fund development and donor stewardship.
- Exposure to fundraising strategy, donor communications, and grant writing.
- Professional development through mentorship, networking, and hands-on project work.
- The opportunity to make a tangible impact in public education and community development.



**We don't just  
give students  
a pencil,**

We give them a future.



**Express Your Enthusiasm:**

To apply, please email your cover letter and resume (in PDF or Word document format, preferably as a single document) to Stephanie Washbrook at [swashbrook@educationmatters.ca](mailto:swashbrook@educationmatters.ca), indicating the job title in the subject line.

Visit us at [educationmatters.ca](http://educationmatters.ca) to learn more.

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